

CITY OF TROY

SPECIAL USE REQUEST APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48084
248-524-3364
FAX: 248-524-3382
E-MAIL: planning @ ci.troy.mi.us



SPECIAL USE FILE NUMBER _____
DATE FILED _____
SPECIAL USE APPROVAL FEE:
W/ NEW CONSTRUCTION (\$1500.00) _____
W/OUT NEW CONSTRUCTION (\$1500.00) _____
APPROVAL RENEWAL FEE (\$500.00) _____

NOTICE TO THE APPLICANT

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND TUESDAY OF EACH MONTH AT 7:30 P.M. AT CITY HALL. APPLICATIONS FOR SPECIAL USE APPROVAL SHALL BE FILED NOT LATER THAN THIRTY (30) DAYS BEFORE THE SCHEDULED MEETING DATE

APPLICATIONS FOR SPECIAL USE APPROVAL REQUIRING THE SUBMITTAL OF A SITE PLAN SHALL CONFORM TO THE REQUIREMENTS CONTAINED IN SECTION 03.43.00 OF THE TROY ZONING ORDINANCE

PLEASE FILE ORIGINAL APPLICATION FORMS

1. NAME OF THE PROPOSED DEVELOPMENT: _____

2. LOCATION OF THE SUBJECT PROPERTY: _____

THE SUBJECT PROPERTY HAS A FRONTAGE OF _____ FEET AND A DEPTH OF _____ FEET
ON _____ STREET, LOCATED BETWEEN _____
AND _____ STREETS. ACREAGE OF SITE IS _____ ACRES.

3. ZONING CLASSIFICATION OF THE SUBJECT PROPERTY: _____

4. TAX IDENTIFICATION NUMBER(S) (SIDWELL) OF SUBJECT PROPERTY: _____

5. DESCRIPTION OF PROPOSED USE: _____

GROSS BLDG. AREA OF THIS PROJECT _____ TOTAL G.B.A. ON SITE _____

6. SECTION OF THE ZONING ORDINANCE UNDER WHICH SPECIAL USE APPROVAL IS SOUGHT: _____

7. APPLICANT FOR SPECIAL USE APPROVAL:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAX _____

OWNER OF THE SUBJECT PROPERTY:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAX _____

8. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:

9. SIGNATURE OF APPLICANT _____ DATE _____

10. SIGNATURE OF PROPERTY OWNER _____ DATE _____

BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES THE PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC AS TO THIS REQUEST FOR SPECIAL USE APPROVAL.

SPECIAL USE APPROVAL CHECKLIST

(as revised 09-27-04)

REQ'D PROVIDED

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | APPLICANT SHALL INDICATE ON A 8½" X 11" ATTACHED SHEETS HOW THE LAND USE OR ACTIVITY PROPOSED SHALL BE COMPATIBLE WITH THE ORDERLY DEVELOPMENT OR USE OF THE ADJACENT PROPERTY AND/OR DISTRICTS |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | THE REQUEST FOR SPECIAL USE APPROVAL REQUIRES NEW CONSTRUCTION AND, THEREFORE, A SITE PLAN IS REQUIRED TO ACCOMPANY THIS APPLICATION. THE APPLICATION SHALL CONFORM TO THE REQUIREMENTS OF SECTION 03.43.00 OF THE ZONING ORDINANCE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A COMPLETED CITY OF TROY PRELIMINARY SITE PLAN APPLICATION FORM |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A CERTIFIED BOUNDARY SURVEY , WHICH INCLUDES A LEGAL DESCRIPTION AND A SCALED DRAWING, PREPARED BY A LICENSED LAND SURVEYOR |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A CERTIFIED TOPOGRAPHIC SURVEY SHOWING CURRENT SITE IMPROVEMENTS. THE TOPOGRAPHIC SURVEY SHALL PROVIDE ONE FOOT CONTOUR INTERVALS AND SHALL BE PRINTED ON 24 X 36 INCH SHEET. (MAY BE WAIVED BY PLANNING DIRECTOR FOR CHANGES IN USE OF EXISTING BUILDINGS.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A LOCATION MAP INDICATING THE SUBJECT PROPERTY AND THE ZONING AND USES OF THE ABUTTING AND/OR ADJACENT PROPERTIES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TEN (10) FOLDED COPIES OF A PROPOSED SITE PLAN INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWELVE (12) COPIES OF AN ENVIRONMENTAL IMPACT STATEMENT WHEN REQUIRED BY THE PROVISIONS OF ARTICLE VII OF THE TROY ZONING ORDINANCE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY (OR A WAIVER ISSUED BY THE CITY OF TROY PARKS & RECREATION DEPT.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF THE PROPOSED LANDSCAPE PLAN PREPARED IN CONFORMANCE WITH THE CITY OF TROY'S LANDSCAPE DESIGN STANDARDS |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF THE PRELIMINARY FLOOR PLANS |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF THE PRELIMINARY ELEVATIONS OF THE PROPOSED BUILDINGS, INDICATING BUILDING HEIGHT. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF THE PRELIMINARY GRADING PLAN IN ACCORDANCE WITH THE CITY OF TROY ENGINEERING DESIGN STANDARDS |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TEN (10) COPIES OF THE WETLANDS DETERMINATION MAP AND WETLAND REPORT SHALL BE REQUIRED WHEN THE NATURAL FEATURES MAP INDICATES WETLANDS MAY BE LOCATED ON THE SITE. A WETLANDS DETERMINATION WAIVER MAY BE GRANTED BY THE PLANNING DIRECTOR BASED ON THE NATURAL FEATURES MAP AND OTHER APPLICABLE SITE INFORMATION. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | NOTIFICATION TO THE MICHIGAN DEPARTMENT ENVIRONMENTAL QUALITY, FEDERAL AVIATION ADMINISTRATION, THE MICHIGAN AERONAUTICS COMMISSION AND SIMILAR AGENCIES WHICH MAY OR/MAY NOT HAVE JURISDICTION OVER THIS PROJECT |

NOTE: ALL DRAWINGS SHALL BE SEALED AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER

PLEASE NOTE THAT THE ABOVE QUANTITIES ARE FOR THE INITIAL APPLICATION SUBMISSION. ADDITIONAL COPIES MAY BE REQUIRED DURING THE REVIEW AND APPROVAL PROCESS.

NOTICE TO APPLICANT

Public Hearing Notices regarding requests for Special Use Approval will be sent to property owners within 300 feet of the site involved in the request. Opinions of adjacent property owners are taken into consideration by the Planning Commission in the course of their Public Hearing. Applicants for Special Use Approval should provide information to adjacent property owners regarding their proposals, in advance of or in conjunction with the filing of the Application. The provision of such information will often serve to resolve concerns, and enable the Public Hearing process to proceed more efficiently.

CITY OF TROY
SPECIAL USE APPROVAL PROCEDURES

03.30.00 SPECIAL USE APPROVAL

03.31.00 PROCEDURE

03.31.01 A petitioner, seeking Special Use Approval for a proposed use of property located within the City of Troy, shall file an application for same at the Planning Department of the City of Troy, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.

03.31.02 The request for Special Use Approval shall be reviewed by the Planning Department which shall prepare a comprehensive report on the request for the Planning Commission.

03.31.03 A sign shall be placed on the subject property to inform the public that a request for Special Use Approval has been filed, and to indicate the location of information regarding the request.

03.31.04 The Planning Commission shall review the request for Special Use Approval, supplementary materials either in support or opposition thereto, as well as the Planning Department's report, at a Public Hearing established for that purpose, and shall either grant or deny the request, table action on the request, or grant the request subject to specific conditions. In those instances where the City Council has final authority for Special Use Approval, the Public Hearing shall be held by the City Council following receipt of a report and recommendation from the Planning Commission.

03.31.05 Before approving any requests for Special Use Approval, the Planning Commission, or the City Council where indicated, shall find that:

- (A) The land use or activity being proposed shall be of such location, size and character as to be compatible with the orderly development or use of adjacent land and/or Districts.
- (B) The land use or activity under consideration is within the capacity limitations of the existing or proposed public services and facilities which serve its location.

03.31.06 The Planning Commission, and the City Council where indicated, in their review of the request for Special Use Approval may, at their discretion, impose greater yard or landscaping requirements than are called for within the Zoning Ordinance or impose other conditions it deems necessary when it is determined that such increases in standards or additional conditions are required to achieve or assure compatibility with adjacent uses and/or structures.

03.31.07 The Planning Commission's determinations, or those of the City Council where indicated, regarding the request for Special Use Approval shall be stated as a part of the Resolution of Approval or Denial and said statement, including any and all conditions imposed in addition to those stated in the Zoning Ordinance, shall be made a part of the Public Record.

03.31.08 Any Special Use Approval granted by the Planning Commission, or the City Council where indicated, must be activated within one (1) year of the date of Approval. If the use is activated within this period, the Approval shall continue in force so long as the particular use or activity continues to operate as approved on the approved site, unless otherwise specified in the Planning Commission or City Council Resolution of Approval. When a Use approved under the Special Use Approval procedure ceases to function or is abandoned for a period of (12) twelve months, the Special Use Approval shall lapse and shall no longer be in effect.
(Rev. 11-19-90)

03.31.09 Upon receipt of information that a Special Use is being conducted in violation of applicable ordinances or conditions, the Planning Commission may exercise its' discretion to terminate or modify the Special Use Approval, following a Public Hearing established in order to consider such action.

03.32.00 APPLICATIONS

03.32.01 Application forms for Special Use Approval for the specified uses of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.33.00 SUBMITTAL REQUIREMENTS

- 03.33.01 A petition or request for Special Use Approval for specified uses of property within the City of Troy shall be submitted on forms published by the Planning Department and shall contain the following information:
- (1) The name, address and telephone of the person applying for Special Use Approval.
 - (2) The name, address and telephone of the owner of the property.
 - (3) The relationship between the applicant and the property owner.
 - (4) The present zoning classification of the subject property.
 - (5) The proposed use of the property.
 - (6) A Certified Architectural Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The legal description and boundary survey drawings shall be provided on 8-1/2 x 14 pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. The Architectural Survey requirement may be waived by the Planning Director in instances where no new building construction is proposed, and a current Site Plan is available. (Rev. 11-19-90)
 - (7) A location map (minimum scale of 1"=400') indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
 - (8) Six copies of a site plan, drawn to a scale of not less than 1" = 20' (1" = 50' for parcels of three acres or more) wherein the following items shall be clearly labeled and dimensioned accurately:
 - (a) All lot and property lines.
 - (b) Existing structures on the site of the proposed use.
 - (c) Existing and future rights-of-way of adjacent streets, including center lines.
 - (d) Setbacks and required yards.
 - (e) Parking areas, access drives, and loading areas.
 - (f) Landscape and open space areas.
 - (g) Location of any existing driveways and streets within 100' of the subject property, including those across frontage streets.
 - (9) Site plans submitted in conjunction with requests for Special Use Approval shall include the following calculations:
 - (a) Gross and net (after existing or planned rights-of-way) site area.
 - (b) Gross and net ("usable") building area.
 - (c) Required parking and statement of parking provided.
 - (d) Required landscaped area and statement of area provided.
 - (10) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Special Use Approval which involve building construction, expansion, or site alterations. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Architectural Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.
- 03.33.02 In those instances where Site Plan Approval is required in conjunction with Special Use Approval (primarily in cases where new building construction or expansion is involved) the submittal requirements shall be increased to be the same as those prescribed by Section 03.43.00.
- 03.33.03 Failure to provide the information and materials required herein as a part of the application for Special Use Approval shall render the application deficient and said application shall be held in abeyance until all items required herein are submitted.

03.40.00 SITE PLAN REVIEW / APPROVAL

03.41.01 INTENT

- 03.40.02 The site plan review requirements in this Article are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations in this Ordinance and other applicable ordinances and state and Federal laws, to achieve efficient use of the land, to encourage innovative design solutions, to protect natural resources, to ensure safety for both internal and external vehicular and pedestrian users, to achieve innovative storm water management solutions, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these

provisions to encourage cooperation and consultation between the City and the applicant to facilitate development in accordance with the City's land use objectives.

(09/27/04)

03.40.03 SITE PLAN REQUIRED

The development of any new use, the construction of any new structures, any change of an existing use of land or structure, and all other building or development activities shall require prior site plan approval pursuant to this Article. Specifically, site plan review shall be required for any of the following activities:

- (1) Erection, moving, relocation, conversion or structural alteration to a building or structure to create additional usable floor space, other than a one family or two family dwelling.
- (2) Development of uses other than an individual one family residential unit in the R-1A, R-1B, R-1C, R-1D, and R-1E districts.
- (3) Any Change in use that could affect compliance with the standards set forth in this Ordinance.
- (4) Expansion or paving of off-street parking and/or a change in circulation or access for other than a one or two family dwelling.
- (5) The development or construction of any accessory uses or structures at least 1,000 square feet in area or greater, except for uses or structures that are accessory to a one or two family dwelling.
- (6) Any use or development for which submission of a site plan is required by the provisions of this Ordinance, including all Special Use Approval applications.
- (7) A substantial revision to a development that has received Preliminary or Final Site Plan Approval, as determined by the Planning Director and Building and Zoning Director.
- (8) Changes to pedestrian access or site and building interconnectivity.
- (9) The Planning Director has the authority to waive the site plan review requirement if it is determined that a project does not affect compliance with the standards of this Ordinance or other regulations.

(09/27/04)

03.40.04 PROCEDURE

03.41.01 A petitioner seeking Site Plan Approval as required under Section 03.40.03 shall submit an application for same at the Planning Department of the City of Troy, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.

(Rev. 09/27/04)

03.41.02 The Planning Department shall review the application with respect to the submittal requirements contained herein. Any application which fails to provide the information and materials specified within this Section shall be held in abeyance until all deficiencies have been rectified.

03.41.03 Applications in conformity with the requirements of this Section shall be reviewed inter-departmentally and any revisions and/or corrections necessary shall be made by the petitioner prior to presentation to the Planning Commission for Preliminary Site Plan Approval. The Planning Department shall inform the Planning Commission of any inter-departmental comments or concerns.

(Rev. 09/27/04)

03.41.04 The request for Preliminary Site Plan Approval shall be presented to the Planning Commission and after action by the Planning Commission, the petitioner shall obtain a copy of the Approved Preliminary Site Plan upon which shall be noted any requirements for modifications, additional information, or executed documents and/or agreements. Planning Commission Preliminary Site Plan Approval shall

be effective for a period of one year. Within that one year period the petitioner shall submit a complete application for Final Site Plan Approval to the Planning Department in accordance with Section 03.41.07. If the petitioner does not renew the Preliminary Site Plan Approval or receive Final. Site Plan Approval within 1 year, Preliminary Site Plan Approval shall expire. If at the time of renewal, the Planning Director determines that conditions have changed since Preliminary Site Plan Approval was first granted, the petitioner shall be required to resubmit the application for Preliminary Site Plan Approval.

(Rev. 09/27/04)

03.41.05 Landscape Plans, in conformity with the City's Landscape Design Standards, related to the required greenbelts, landscape and open space areas, shall be submitted with the application for the Preliminary Site Plan. The Department of Parks and Recreation shall review and approve the Landscape Plan prior to the application for Preliminary Site Plan Approval.

(Rev. 09/27/04)

03.41.06 Building and Engineering plans, conforming to all applicable portions of the City Code and the City's Engineering Design Standards, shall be submitted to the Building and Engineering Departments for their review and approval.

03.41.07 The petitioner shall, after review of building and engineering plans by the Building and Engineering Departments, and before granting of any building permits, submit the site plan to the Planning Department for consideration and Final Site Plan Approval. This site plan submittal shall include those items indicated under Section 03.43.02 of this Article. Applications for Final Condominium Approval shall also include four (4) copies of the recorded Condominium Master Deed and Condominium Bylaws. It shall be the responsibility of the petitioner to secure all necessary approvals and authorizations related to the items covered under Section 03.43.03.

(Rev. 09/27/04)

03.41.08 The Planning Department will review the submittal for Final Site Plan Approval to ascertain that all the requirements of Sections 03.41.07 and 03.43.02 have been complied with. Any submittal which fails to provide the modifications, information and/or documents required shall be deemed incomplete and held in abeyance until all deficiencies have been rectified.

(Rev. 09/27/04)

03.41.09 In the event that the Site Plan has been substantially revised from that which received Preliminary Site Plan Approval, as determined by the Planning Director, the Planning Department shall present the revised plan to the Planning Commission for their review and approval. The Planning Commission shall review the request for approval of the revised Site Plan, taking into account the configuration of the plan granted Preliminary Approval, and the implications of Building and Engineering Plan Review, along with any plan modifications proposed by the petitioner. The Planning Commission shall then, by resolution:

- (1) Grant the request for Approval of the Revised Site Plan, subject to any additional modifications it deems necessary to assure the proper development of the proposed site and its' compatibility with adjacent or abutting properties, or
- (2) Deny the request for Approval of the Revised Site Plan indicating specific reasons for denial, or
- (3) Table the request for Approval of the Revised Site Plan, indicating the reasons for tabling.

(Rev. 09/27/04)

03.41.10 When the Planning Department determines that the Final Site Plan is consistent with that which received Preliminary Site Plan Approval, and thus that further Planning Commission action is not necessary, they shall then review the applicable portions of complete submittals in order to confirm that all necessary City Department approvals, authorizations or certifications have been received from Departments including, but not limited to, the Engineering, Right-Of-Way, and Fire Departments. The Planning Department shall then grant Final Site Plan Approval and shall notify the Chief Building Inspector that building permits can be issued.

(11-19-90)

03.41.11 In those instances where Planning Commission review and approval of a revised site plan is necessary, and where modifications to the site plan are required by the Planning Commission, no building permits shall be issued until five copies of the modified site plan have been submitted and have been approved by the Building and Engineering Departments.
(11-19-90)

03.41.12 Final Site Plan Approval shall be effective for a period of one year.
(11-19-90)

03.42.00 APPLICATIONS

Application forms for Site Plan Approval for proposed development and/or use of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.43.00 SUBMITTAL REQUIREMENTS

03.43.01 A petition or request for Preliminary Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

- (1) The name, address and telephone of the person applying for Preliminary Site Plan Approval.
- (2) The name, address and telephone of the owner of the property.
- (3) The relationship between the applicant and the property owner.
- (4) The present zoning classification of the subject property.
- (5) The proposed use of the property.
- (6) A Certified Topographic Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The Topographic Survey shall provide one-foot contour intervals and shall be printed on a 24 x 36 inch sheet. The legal description and boundary survey shall be provided on 8-1/2 x 14 inch pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. If the subject Section or Quarter-Section Corner is not recorded, it is the responsibility of the applicant to have the Corner recorded by a Licensed Surveyor by filing a "Land Corner Recordation Certificate" with the Oakland County Register of Deeds. A copy of the proposed "Land Corner Recordation Certificate" shall be attached to the Site Plan Approval application. The Planning Director may waive the Topographic Survey requirement for changes in use of existing buildings if each of the following conditions exist:
 - (a) No additional impervious surfaces will be constructed on the property.
 - (b) The Engineering Department determines that the existing storm water drainage system is sufficient given present conditions.

(Rev. 09/27/04)

- (7) A location map (minimum scale of 1"=400') indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
- (8) Attached to this application shall be ten (10) prints of the proposed site plan drawn to a scale of not less than 1"=20', (1" = 50' for parcels of 3 acres or more) wherein the following items shall be clearly labeled and dimensioned:

(Rev. 09/27/04)

- (a) All drawings are to have a title block which shall have the name of the project and date of plans including revision dates.

- (b) All drawings are to have a northpoint and the scale of the drawing is to be indicated.
 - (c) All lot and property lines.
 - (d) Location of all proposed structures.
 - (e) Existing and future right-of-way of adjacent streets, including centerlines and Section Lines where applicable.
 - (f) Location of all sidewalks, on and adjacent to the site, as required by the Zoning Ordinance and the Sidewalk Ordinance.
 - (g) Deceleration and passing lanes as required by the City of Troy Transportation Engineer.
(Rev. 05-17-93)
 - (h) Indication of the means by which storm water detention will be provided.
 - (i) Setbacks and required yards.
 - (j) Parking areas, access drives, loading and unloading areas, and trash receptacles.
 - (k) Greenbelts, landscape areas and other open space areas; and screening walls.
 - (l) The location of any existing driveways and streets within 100 feet of the subject property, including those across frontage streets.
 - (m) The location of existing cross access easements on abutting properties and the location of proposed cross access or joint drive easements on the subject property.
 - (n) Calculations for the following shall be included on the site plan:
 - 1. Gross and net (after rights-of-way) site area.
 - 2. Gross and net ("usable") building area.
 - 3. Required parking and statement of parking provided.
 - 4. Required landscape and open space area and statement of area provided.
 - (o) Site Plans for residential developments shall include the following additional information:
 - 1. Calculation of the dwelling unit density allowable and a statement of the number of dwelling units, by type, provided.
 - 2. Topography on site and 50 feet beyond, drawn at two (2) foot contour intervals, with existing drainage courses, flood plains, wetlands and tree stands indicated.
(Rev. 09/27/04)
 - 3. Two prints each of the typical floor plans and elevations of the proposed buildings, indicating building height.
 - (p) Number of employees on the largest working shift (if applicable).
(Rev. 09/27/04)
- (9) A wetlands determination shall be required for all applications for subdivisions and site condominiums. A wetlands determination shall be required for all other applications for preliminary site plan approval.,

when the Natural Features Map indicates there may be wetlands on site. A wetlands determination waiver may be granted by the Planning Director based on the Natural Features Map and other applicable site information.

(09/27/04)

- (10) An Environmental Impact Statement shall be attached as a part of the submittal when required in accordance with Article VII of the Zoning Ordinance.
(Renumbering 09/27/04)
- (11) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Site Plan Approval. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Topographic Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.
(Rev. 09/27/04)
- (12) A Landscape Plan prepared in conformance with the City of Troy's Landscape Design Standards.
(09/27/04)
- (13) Preliminary Floor Plans.
(09/27/04)
- (14) Preliminary Building Elevations.
(09/27/04)
- (15) Preliminary Grading Plans, in accordance with the City of Troy Engineering Design Standards.
(09/27/04)
- (16) Preliminary Tree Preservation Plan.
(09/27/04)
- (17) All drawings shall be sealed and signed by a State of Michigan Professional Engineer, Registered Architect, Registered Landscape Architect, or Professional Community Planner.
(09/27/04)

03.43.02 A petition or request for Final Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

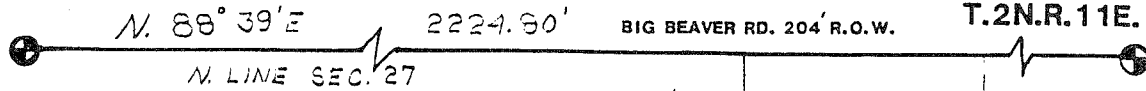
- (1) The modifications and/or additional information required by the Planning Commission at the time of Preliminary Site Plan Approval;
- (2) Any and all executed Easements, Agreements, or other documents required in conjunction with Preliminary Site Plan Approval, or required in conjunction with Building and Engineering Plan Reviews, including, but not limited to, the following:
 - (a) The dedication of rights-of-way,
 - (b) The conveyance of easements for public utilities, private access drives, cross access easements, joint driveway easements and pedestrian easements,
 - (c) "Private Agreements" for the installation of Public Improvements, by the petitioner.
 - (d) "Irrevocable Petition Agreements" for participation in potential Special Assessment Projects involving Road, Pedestrian and/or Public Utility improvements.
- (3) A current Title Commitment, indicating all parties in interest in the subject property.
- (4) A statement from the Landscape Analyst indicating that the Landscape Plans have been submitted, approved and the related fees have been paid.
(Rev. 09/27/04)

- (5) Approved Engineering Site Plans, developed in accordance with the City's Engineering Design Standards, indicating the location of the major elements of:
 - (a) The water distribution system,
 - (b) The sanitary sewer system,
 - (c) The storm drainage system, including the location size and shape of required storm water detention basins or other detention facilities.
- (6) Site area and building area information and calculations to confirm that Zoning Ordinance requirements such as parking and landscape area are met. Final building floor area information shall include all floor levels including basement and mezzanine areas.
- (7) The location of Fire Lanes as recommended by the Fire Department.

Certificate Of Land Survey

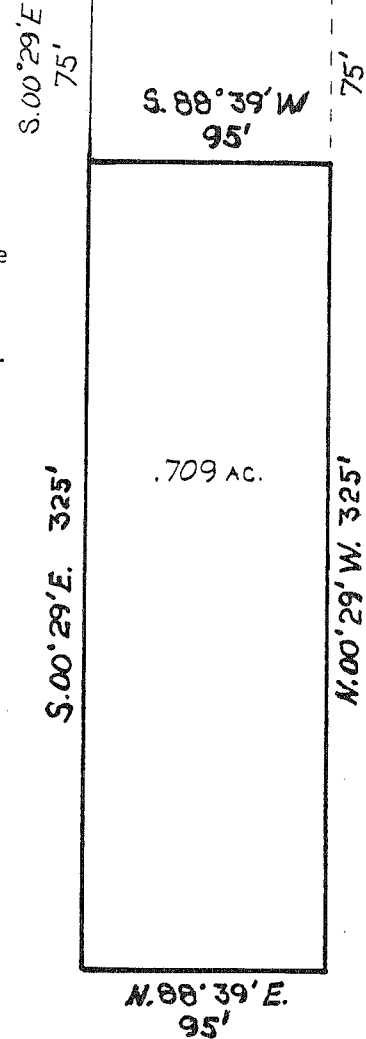
N.W. COR.
SEC. 27
T.2N.R.11E.

N. 1/4 COR.
SEC. 27
T.2N.R.11E.



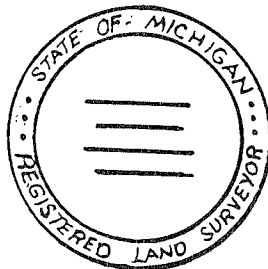
PROPERTY DESCRIPTION

Part of the N.W. 1/4 of Sec. 27, T. 2 N., R. 11 E., City of Troy, Oakland Co., Michigan is described as beginning at a point on the South line of 204 ft. wide Big Beaver Road, said point located N. 88°39' E. along the North line of said Sec. 27, a distance of 2224.80 ft. and S. 00°29' E. 75.0 ft. from the N.W. corner of said Sec. 27, thence continuing S. 00°29' E. 325.0 ft., thence N. 88°39' E. 95.0 ft., thence N. 00°29' W. 325.0 ft. to said South line, thence S. 88°39' W. along said South line 95.0 ft. to the point of beginning, containing 0.709 acres.



FOR NAME OF DEVELOPMENT

SAMPLE



SEAL



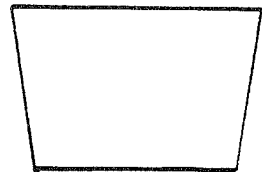
The error of closure is no greater than 1 in 5000, which is within the accuracy of survey as required in Act No. 288 of Public Acts of 1967. This survey complies with the requirements of Sec. 3, Public Act 132 of 1970.

sign

JOB NO. _____ SCALE _____

DATE _____ SURVEYED _____

COMPANY NAME OR LOGO



1/4"



Troy Fire Department

500 West Big Beaver Road, Troy, Michigan 48084

Phone: 248-524-3419 Fax: 248-689-7520

SITE PLAN CONSIDERATIONS

To assist in the site plan approval process, the following information is offered for consideration prior to submittal. **Please complete this form and return it with the preliminary site plan application to the Troy Planning Department.** Questions regarding this form may be directed to the Fire Prevention Division.

- ☐ **WATER MAINS:** Water main(s) must be installed according to the City of Troy Development Standards including required size, length, and valve(s). Will new or existing water main(s) meet this requirement? **Yes / No**
- ☐ **HYDRANTS:** Fire hydrant(s) must be installed according to the City of Troy Development Standards including required flow, required spacing, and faced perpendicular to curb. Will new or existing hydrant(s) meet this requirement? **Yes / No**
- ☐ **FIRE LANES:** Fire lane(s), where required, shall be a minimum of 18 feet in width and have overhead clearance to a minimum of 14 feet in height. Approved signs must be installed to identify the fire lane and prohibit parking in the fire lane. Fire lanes must support the fire truck weight of 56,000 pounds. All turns in fire lanes must accommodate the fire truck minimum inside turning radius of 37 feet with a minimum outside turning radius of 52 feet. Are fire lane(s) intended for the proposed development? **Yes / No**
- ☐ **TEMPORARY ACCESS:** Approved temporary access road(s), meeting fire lane requirements, shall be provided and maintained during construction. Will temporary access roads be provided and maintained? **Yes / No**
- ☐ **ADDRESS:** An address, clearly visible from the public street, must be provided during and after construction. Will an address be provided and maintained? **Yes / No**
- ☐ **FIRE PROTECTION:** Installed fire protection systems offer increased life safety and property conservation as well as construction alternatives and potential insurance cost savings. Has consideration been given to installing automatic fire suppression?
Yes / No Will automatic fire protection be installed? **Yes / No / Unsure**

Name of Proposed Development: _____

Location of Proposed Development: _____

Applicant Name: _____

Completed by: _____

Telephone: _____ Fax: _____



Troy Fire Department

500 West Big Beaver Road, Troy, Michigan 48084
248-524-3419

FIRE LANES

Fire lanes are to be a minimum of 18 feet in width and a minimum of 14 feet in height.

Fire lane signs are to be installed and maintained in compliance with the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices.

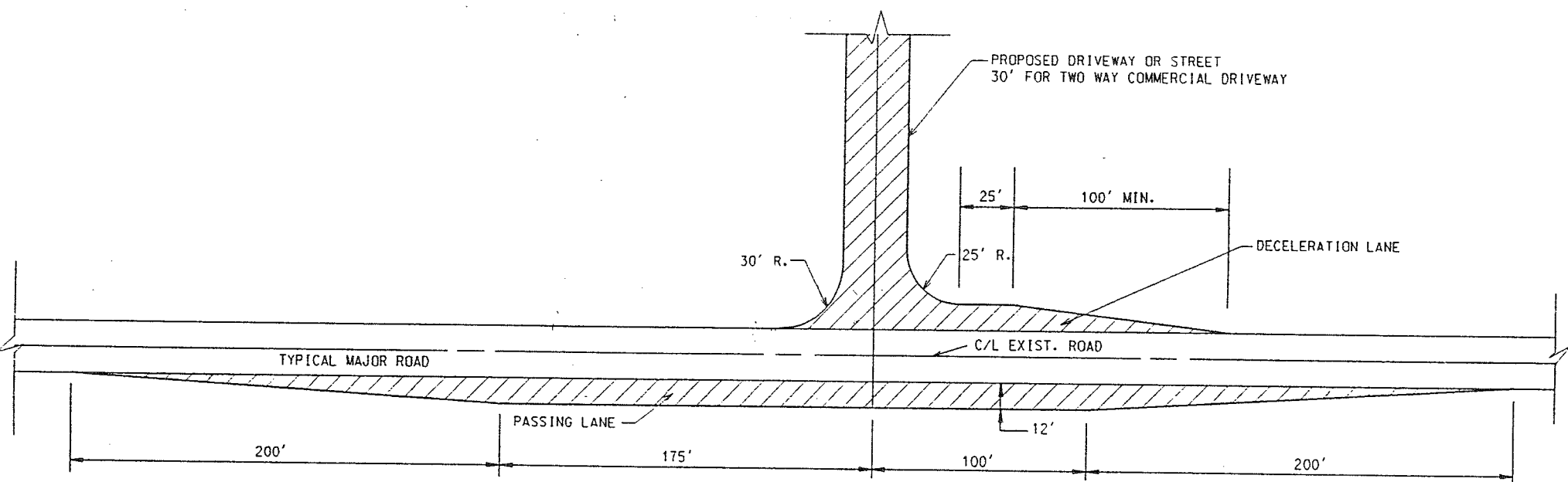
Some of the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices is as follows:

1. Signs shall be red lettering on white background and shall read, "NO STOPPING, STANDING, PARKING - FIRE LANE - TOW AWAY ZONE".
2. Signs shall be spaced no further than 100 feet apart.
3. Signs shall be installed at a right angle or 90° to curb.
4. Signs shall be seven (7) feet from the bottom of sign to grade.
5. Signs shall be double faced where the possibility exists for left wheel to curb parking.
6. Signs shall be 12 inches in width and 18 inches in height.

A copy of the site plan showing fire lane locations as prescribed by the Troy Fire Department shall be submitted to the Fire Prevention Division on 8 ½" x 11" paper for Traffic Safety Committee review and recommendation to City Council for ultimate approval.

Any questions concerning this matter may be directed to the Troy Fire Department.

Thank you in advance for your cooperation.



DECELERATION LANE AND PASSING LANE
GEOMETRIC CONFIGURATION
NO SCALE